

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF NEW YORK**

POSITION VACANCY

POSITION: Financial Assistant (Part-Time)
temporary indefinite

LOCATION: Buffalo, NY

CLOSING DATE: March 1, 2006 (or until filled)

SALARY: CL 22 - to CL 25 (\$11,440 - \$21,668 per annum)
Starting salary commensurate with experience and education.

Position Overview

This position is located in the U.S. District Court Clerk's Office of the Western District of New York. The Financial Assistant, under the direction of the Financial Operations Supervisor, performs tasks in support of the financial operation in the Clerk's Office.

Duties

The Financial Assistant is responsible for clerical or technical duties associated with the financial accounting of monies paid into the court including restitution, fines, and interest and penalties; analyzes and maintains accurate accounting records relevant to the court's debt collection system consisting of various subsidiary ledgers, spreadsheets, and other records necessary to properly account for the receipts and disbursements of all court-ordered debt, including joint and several restitution; notifies other federal agencies of the collection of payments from defendants and generates reports for same when required; prepares case vouchers for proper disbursement of restitution to federal and non-federal victims; assists in locating victims when checks are returned; ensures adherence to court financial and accounting practices; and performs backup financial duties. The ability to professionally represent the court in verbal and written communications with attorneys, defendants, and the public is required. Good organizational skills and the ability to handle a large volume of work is highly desired, as are accurate data entry skills and computer experience using WordPerfect and Quattro Pro.

Qualifications

To qualify for classification 22, a person must be a high school graduate or equivalent; classification 23 requires a minimum of two years general experience; classification 24 requires a minimum of two years general experience and one year of specialized experience; classification 25 requires a minimum of two years general experience and two years of specialized experience. Within each classification level, considering competitive factors and an evaluation of quality of experience may provide placement at salary levels above the minimum up to and including step 25.

General Experience: Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Specialized Experience: Progressively responsible clerical or administrative experience that involved the routine use of keyboard skills and provided knowledge of the rules, regulations, terminology, etc., of the area of financial administration and/or accounting.

Benefits

The United States District Court offers a benefits package to full-time temporary-indefinite employees which includes:

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| * 10 Paid Federal Holidays | * Paid Sick Leave |
| * 13 Days Paid Vacation (for the first three years) | * Thrift Savings Plan |
| * 20 Days Paid Vacation (after three years) | * Life Insurance Options |
| * 26 Days Paid Vacation (after fifteen years) | * Medical Coverage |
| * Participation in Federal Employees Retirement System | * Credit Union Participation |
| * Long Term Disability Plan Options | * Dental Plan Eligibility |
| * Flexible Benefits Program | * Long-Term Care Insurance Eligibility |

Information for applicants

Applicants should submit a detailed résumé and Form AO 78 Application for Judicial Branch Federal Employment, along with a cover letter to:

Doreen E. Griebel, Personnel Specialist
U.S. District Court, WDNY
304 United States Courthouse
68 Court Street
Buffalo, NY 14202

Applications for Judicial Branch Federal Employment (AO 78) may be obtained from the Clerk's Office at the address above. The United States District Court requires employees to adhere to a Code of Conduct which is available to applicants for review upon request. Only qualified applicants will be considered for this position. Applicants selected for interviews will be required to provide copies of educational degrees, certifications, references and salary history. Applicants must be U.S. citizens or eligible to work in the United States.

The successful candidate for this position is subject to a background record check and a mandatory electronic direct deposit of salary payment. All employees of the U.S. District Court are EXCEPTED SERVICE appointments. Excepted service appointments are "at will," and as such, can be terminated with or without cause by the court. The selected applicant must satisfactorily complete a 90-day probationary period. The employing agency reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.

The U.S. District Court for the Western District of New York is an Equal Opportunity Employer.